

30 December 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Building Ceremonies

STATINTL

1. On 5 December 1957 [REDACTED] and I visited Messrs. Jett and Heine of the National Park Service, Department of Interior. The work these men do concerns the use of public lands and they have become quite experienced with the handling of dedications, acceptances, presentations, and cornerstone layings. C183 X0095
ILLEGIB

2. We told them that we were interested in gathering some information against the time when some sort of building ceremony would be appropriate. During the discussion the following points emerged:

a. No clear cut rules or practices exist to govern such ceremonies although programs do follow a general pattern.

b. Cornerstones may be laid either at the commencement of building operations or upon completion of the building.

c. The building dedication and the laying of the cornerstone may be combined in a single ceremony. Where this is done it obviously should occur when the building is completed. ILLEGIB

d. The question of the type of ceremony (or ceremonies) and the timing is for decision by the agency concerned.

3. In addition to the above, Messrs. Jett and Heine expressed a preference for the combined cornerstone laying and dedication ceremony. They also strongly recommended that:

a. Provision be made only for the speakers (this includes the President), the presiding officer (or Chairman) and a minimum of others under cover on a raised platform.

b. Special guests, Member of Congress, Officials of this and other agencies, be seated in a reserved section of the seats for the audience.

c. Somewhat fewer (unreserved) seats than might be needed be provided. This, of course, on the basis that a standing audience is good and vacant seats in the audience is bad.

4. Invitations (with an RSVP) are customary. These range from simple printed jobs to engraved invitations.

5. Programs also vary widely. Some are single page programs of the ceremony, while others are booklets containing pictures, background material about the project, history of the Agency concerned, and a list of the material deposited behind the cornerstone.

6. The National Park Service is willing, and apparently quite able to handle practically all details connected with such ceremonies. They estimate that the cost of these ceremonies range from \$10,000 to \$20,000. These figures include the time of all persons concerned with the planning of the ceremony. They have available much of the equipment needed, such as chairs, public address systems, etc.

7. They gave us copies of the attached invitations and programs as follows:

Invitation to Ceremony of Presentation of a Carillon
Invitation to Ceremony of Acceptance, Washington Carillon
Invitation to Dedication of Equestrian Statues
Program for Presentation of a Carillon
Program for Dedicating the Equestrian Statues
Program for Cornerstone Laying, Department of State
Program for Dedication (and Cornerstone Laying) of the
Atomic Energy Commission Building

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Management Assistant
Building Planning Staff

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OL/BPS [redacted] jw
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